



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Museum Director / Curatorial Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Canadian Gift and Tableware Show (CGTA), Toronto International Centre and Toronto Congress Centre, August 9-10, 2010; buying for the Peterborough Museum & Archives gift shop and complimentary training sessions.

Other Comments:

~~XXXXXXXXXX~~ free parking at CGTA

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
Transportation:								
Personal Auto 52.1 cents/km	159.00 km \$ 82.84	160.00 km \$ 83.36	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 166.20	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$13.27	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.27	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$154.28	\$0.00	\$0.00	\$0.00	\$0.00	\$ 154.28	
Meals: - Breakfast	\$0.00	\$42.42	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.42	
- Lunch	\$12.83	\$12.20	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.03	
- Dinner	\$47.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 47.19	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 142.86	\$ 305.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 448.39	
Less Interim Claim								\$0
Less Purchasing Card								\$282.19
BALANCE PAYABLE (to Claimant)								\$ 166.20
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Sept. 21/10 Signatur _____

I have examined the above expense claim and the attach _____/ment.
Date: _____ Signature _____